

## **Chloe Mc Loone**

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A committed, high-performing and determined 4<sup>th</sup> year Law (BCL) student in the University of Galway. Excellent communication and organisation skills as a receptionist and cashier handling hundreds of clients. Also worked under time constraints as a legal placement student with an ability to prioritise to ensure all deadlines are met.

### **EDUCATION**

#### **2019-Present Bachelor of Law (BCL), University of Galway**

**3rd Year:** 8-month placement in Alastair Purdy & Co Solicitors, Galway.

**2nd Year Modules:** Labour Law I (72%), Labour Law II (81%), Mooting (79%), EU Law (72.5%), Company Law (71.5%), Evidence (69%), Criminal Law (67.5%) and Administrative Law (66%).

**Overall Result:** 1:1 (71.7%).

**1st Year Modules:** Tort (67%), Constitutional Law (71%), Contract Law (72%), Family Law (68%), Critical Thinking (74%) and Understanding the Law (75%).

**Overall Result:** 1:1 (71.16%).

#### **2014-2019 Leaving Certificate, St. Columba's Comprehensive, Donegal (544 points)**

### **WORK EXPERIENCE**

#### **June 2022: Summer Internship in the Employment Department, Byrne Wallace LLP, Dublin**

- Using PDF Docs to redact documents and understand the importance of GDPR.
- Creating a schedule of discovery for an affidavit in which I assisted in drafting.
- Finding, copying and organising documents to be included in various briefs including pleadings, correspondence and booklet of authorities.
- Making judgment calls when determining what documents were relevant in a brief while being unaware of the full background.
- Monitoring and noting the progress of the Protected Disclosures Amendment Bill by reading the Dáil Debates and creating a memo for the partner.

#### **2021-2022 Law Placement Student, Alastair Purdy & Co Solicitors, Galway**

- Draft and review Workplace Relations Commission submissions and Settlement Agreements concerning unfair dismissal cases and correspondences to ensure they are persuasive, correct and have the appropriate appendices.
- Compile and prepare case briefs for legal counsel and guidance notes for employers to include only the relevant information.
- Create legal precedence formats for policy areas in contracts (maternity leave).
- Record attendances of meetings in an efficient and succinct manner while also communicating with clients and colleagues in face-to-face and online meetings.
- Conduct legal research on a range of topics (capping redundancies, vaccinations and work visas etc. ) using legal databases and navigating the inhouse system(Keyhouse) to effectively answer clients' concerns and create legal arguments.

- Create and publish case notes on the firm's website capturing the key details in a succinct and understandable format.

### **2020-2021 CÉIM Leader at NUIG (voluntary)**

- Plan and facilitate weekly sessions as a team with two other leaders that promote the students' academic success in the Law course.
- Create and organise activities for the sessions that support the first-year students' smooth transition to third level education through peer learning.
- Communicate, supervise and engage effectively with the students in the sessions and provide support through daily online correspondence by WhatsApp.
- Chair weekly debrief meetings in teams and impose the set agenda to review the previous sessions.
- Document, organise and publish meeting minutes online for reference.

### **SKILLS PROFILE**

**Leadership** Proven ability to lead others through chairing of CÉIM debrief meetings and delegating academic tasks to the first year CÉIM students to further their peer learning.

**Communication** Excellent written and oral communication skills developed through interacting with customers as a retail assistant and receptionist. Further advanced through my legal placement and internship, which required the ability to efficiently deal with a broad range of clientele.

**Teamwork** Developed the ability to work as part of a team through role as a CÉIM leader creating material and organising sessions with fellow leaders. Further developed by working with secretaries, trainees and solicitors throughout my legal experience to create submissions, briefs and guidance notes to achieve our mutual goals.

**IT Skills** Highly experienced using Microsoft Word, PowerPoint and Excel throughout college assignments and presentations. Highly experienced software such as Bundledocs, PDF Docs and legal inhouse systems such as Keyhouse and DMS. Proficient using legal databases including Vizlegal, Westlaw and Vlex.

**Attentive** Excellent ability to work under pressure while maintaining a high level to detail gained in the B&B ensuring customer needs are met in a timely manner while meeting check-ins. Further advanced through prioritising workload during legal placement to ensure all deadlines are met.

### **ACHIEVEMENTS**

- Received NUIG's Scholarship for results achieved during first and second year.
- Received NUIG's Employability award in 2021.
- Placed first in the female category of the Charles McGuinness 5km Road Race in 2022.

### **HOBBIES/INTERESTS**

**Societies** Active member in NUIG Law Society and the Free Legal Aid Society.

**Running** Regularly run with the Glenties Running Club which has an enjoyable comradery.

**Community** Actively engaged in the local community including organising and participating in monthly bake sales.

**REFERENCES AVAILABLE UPON REQUEST**